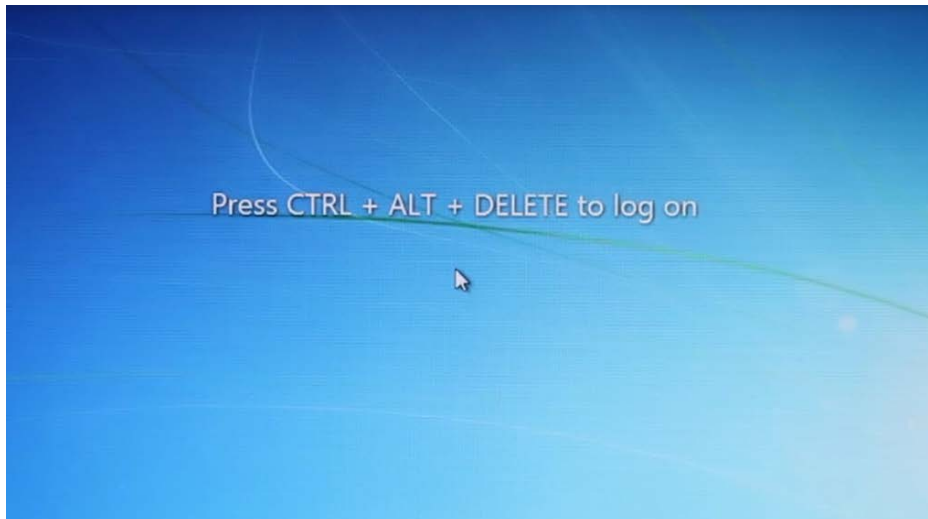**How to login to a computer at your office, tutorial room or computer labs**
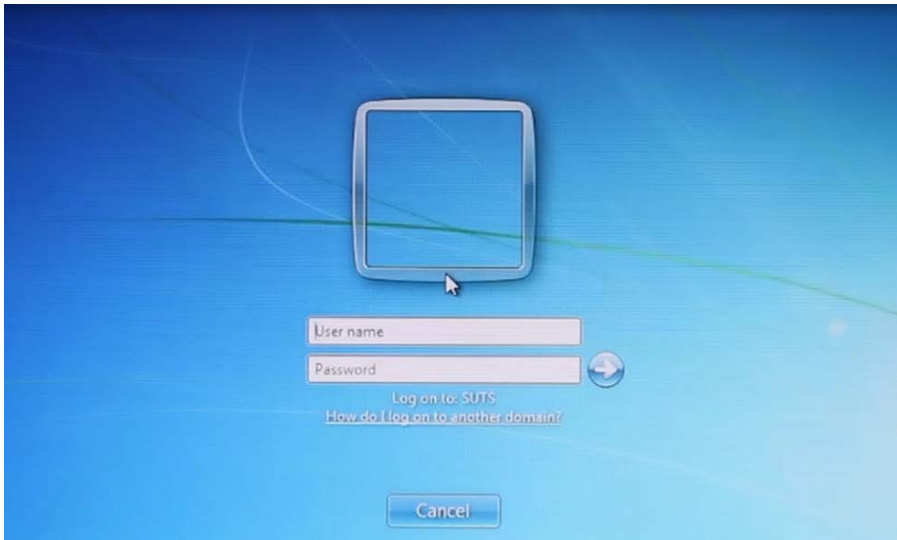
1. Turn on the computer, wait for the following screen to appear

2. Press **'CTRL + ALT + DEL'** simultaneously on the keyboard

3. Enter your *username* and *password*

4. Press *'ENTER'* to login